

United States Government

Department of Energy

# Memorandum

DATE:

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N OF:

EH-10

SUBJECT:

Procurement Requests (PR) for FY 1986 Obligation

TO:

J. Barker, EH-24  
R. Stern, EH-23  
E. Williams, EH-22  
D. Sheppard, EH-34  
N. Goldenberg, EH-32

MAR 21 1986

Re: Memo from David Newman, MA-45, dated 2/24/86 (attached)

Mr. Newman's memorandum points out the need for early processing of any new procurement actions. Although EH does not plan any new procurement awards in FY 1986, we do have twelve existing contracts which require procurement action to initiate the next option year and to obligate funds. The attached table lists the contracts, their current expiration dates and planned additional funding. Please process a PR (DOE-F4200.33) for EH-1 approval two full months before the desired extension date.

If we can be of assistance, please call Donald Shaw, 252-4624.

*Geoffrey Judge*  
Geoffrey Judge  
Acting Director  
Budget and Administration

Attachment

cc: R. Barber, EH-33  
G. Oertel, EH-30

EH Current Contracts Planned  
for Extension in FY 1986

<u>Contractor/Contract No.</u>	<u>Current Expiration Date</u>	<u>FY 85 Funds (In thousands)</u>
<u>OEG</u>		
Energetics, Inc., PE72023	9/30/85	\$575
Science Applications, Inc., PE72008	9/10/85	\$215
Solar America, Inc., PE72012	7/26/85	\$ 56
Fred C. Hart Assoc., Inc., PE16009	9/20/85	\$ 0
<u>OEA</u>		
Energetics, Inc., PE77026	9/27/85	\$150
Eastern Research Gp, PE16037	7/27/85	\$100
Mueller Assoc., Inc., PE 72013	9/26/85	\$125
Analyses of RCRA, TSCA and CERCLA		\$100
<u>OQA</u>		
ARINC Research Corp., PE17060	9/27/85	\$459
ABSS funding to CSTM	7/31/85	\$100
<u>OEAC</u>		
NUS Corp., PE72005	6/30/85	\$1,484
Mike Kleinrock advises EH-10 that an option year procurement package will be ready for EH-1 clearance by April 1st, and a second option year for award in October. Kleinrock also advises that two alternative procurements will be ready for EH-1 clearance by June, for either sole-source award or a new RFP, for award in spring of 1987.		
<u>OOS</u>		
Analysis Group, Inc. PE72015	9/28/85	\$100
Automated Sciences Group, PE72010	9/23/85	\$120
Factory Mutual Research Group, PE17056	9/27/85	\$148
Gov't of Spain, PE12126	?	\$140

# Memorandum

DATE: FEB 24 1986

TO: MA-451.1 (D. Jordan)

SUBJECT: Procurement Requests (PR) for FY 1986 Obligations

TO: Distribution

To assist you in your acquisition planning and to be sure that we can be responsive to your contracting requirements, we are identifying below the dates by which PR packages anticipating award in FY 86 must be received in the Headquarters Office of Procurement Operations to assure timely processing of the work that you need awarded by September 30, 1986.

These dates are not arbitrary. Awarding a contract is a team effort involving the expertise and cooperation of many individuals such as legal, technical, financial, and audit to achieve procurement leadtime schedules. We must allow for sufficient time if this team effort is to work and our legal and regulatory requirements are to be met. This is especially true with the advance notice requirements of Public Law 98-369. The Department must comply with these requirements.

For those program offices who send procurement requests which have one-year monies, in order to avoid violating the Anti-Deficiency Act, the award must be made during the year for which those monies are appropriated. In cases of services, only money needed during the fiscal year may be obligated. Again, timely receipt of PRs is the key to successful processing of your requirements.

If you have funds which are to be obligated this fiscal year, procurement requests must be received by the Office of Procurement Operations by the dates listed below for the specified types of contracting actions:

a. Competitive Actions:

Sealed Bidding

PR required by July 1, 1986

Negotiated Acquisitions and  
Competitive Financial Assistance

\$10K to \$100K

PR required by May 15, 1986

\$100K to \$1M

PR required by May 1, 1986

\$1M to \$10M

PR required by April 15, 1986

b. Non-competitive acquisitions

PR required by May 1, 1986

c. Non-competitive  
Financial Assistance

PR required by August 1, 1986

d. 8 (a)

PR required by August 1, 1986

e. FY 86 Purchase Orders  
under \$10K

PR required by August 1, 1986

f. FY 86 Purchase Orders  
over \$10K

PR required by July 1, 1986

g. FY 86 Purchase orders  
subject to FY 87  
funds availability

PR required by August 1, 1986

Competitive actions over \$10 million (i.e. those requiring Source Evaluation Board selections) most likely cannot be processed and awarded this fiscal year because of the long leadtime required in such acquisitions. However, we will exert our best efforts, on a case by case basis, to accommodate special program needs. Please discuss the schedule with the Office of Procurement Operations Division Director assigned your program area prior to submission of a PR.

To be fair and equitable to all program areas, only myself and my Division Directors, Ben Goldman and Ed Lovett, can consent to accepting procurement requests for award in FY 86 after the above dates. If you have special problems with any of the above cut-off dates please discuss them with one of the three designated individuals prior to submission of a PR to the Office of Procurement Operations.

I appreciate your support and cooperation in this effort. We in Procurement Operations are fully committed to meeting your requirements.



David G. Newman  
Director  
Office of Procurement Operations

Attachment

cc: See attached list

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